



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VI	Adolescent Services	
Chapter:	A	Independent Living	3-9-2009
Subchapter:	1	General	
Issuance:	200	Assessing Youth Safety in Independent Living Settings	

Time Frames for Assessing Safety 3-9-2009

The assigned Worker assesses the safety of adolescents in independent living by utilizing CP&P Form [22-10](#), Congregate Care Questionnaire. Assess the adolescent's safety within one month of placement, at the independent living home/facility/arrangement (such as, but not limited to, a youth identified living arrangement, transitional living program, or apartment), and every six months thereafter. If the youth changes his or her living arrangements, again assess safety at that new site within one month of relocation.

Assess Safety 3-9-2009

The Worker:

- Interviews the adolescent, thereby completing CP&P Form [22-10](#);
- Interviews the house parent or counselor;
- Observes the adolescent's interaction with other youth and adults in the facility/home;
- Sees the adolescent's room, to assure appropriate sleeping arrangements (a bed);
- Ensures that the living arrangement is safe, including but not limited to:
 - Utilities are in working order; and
 - Smoke detectors are in working order;
- Reviews or updates CP&P Form [5-43](#), Transitional Plan for Adolescents, with the adolescent.

The Worker immediately contacts the Supervisor or, in his or her absence, the Casework Supervisor (by telephone from the facility or by cell phone), when there are concerns for the safety of the adolescent or other adolescents/children in the home/facility/arrangement.

The Worker completes CP&P Form [26-81a/b](#), Family Summary/Case Plan, with the adolescent and other adult(s) in the living arrangement.

Use LOBA Funds or Flex Funds, if needs are identified during the safety assessment process. See [CP&P-IX-F-1-300](#) , Local Office Bank Account (LOBA): and [CP&P-IX-F-1-400](#), The Flexible Fund.

When there are no safety concerns, the Worker meets with the Supervisor within three workdays of the visit, to conference results of CP&P Form [22-10](#), and the Worker's impressions. Both sign the form in the designated spaces.

Relevant NJS Forms 3-9-2009

Use the following forms to document in NJS the child safety assessment process for youth in independent living settings:

- Contact Activity Note (printable as CP&P Form [26-52](#), Contact Sheet)
- CP&P Form [26-81a/b](#), Family Summary/Case Plan

Other Relevant Forms 3-9-2009

- CP&P Form [5-43](#), Transitional Plan for Adolescents
- CP&P Form [22-10](#), Congregate Care Questionnaire

Related Policy 3-9-2009

- [CP&P-IX-F-1-300](#), Local Office Bank Account (LOBA):
- [CP&P-IX-F-1-400](#), The Flexible Fund.
- [CP&P-III-B-1-100](#), Case Plan
- [CP&P-III-A-1-500](#), Services to Adolescents Age 18 to 21
- [CP&P-VI-A-1-101](#), Independent Living Placements
- [CP&P-VI-B-1-300](#) , Adolescent Services Toward Self-Sufficiency

